

55354AC Administering Office 365

Module 1: Planning and Provisioning Office 365

Lessons

- Overview of Office 365
- Core Services of Office 365
- Requirements for an Office 365 Tenant
- Planning a Pilot and Deployment
- Creating an Office 365 Tenant
- Adding Custom Domains and Managing DNS Settings

Lab : Provisioning Office 365

- Configure an Office 365 Tenant
- Configure a custom Domain

Module 2: Managing Users and Groups in Office 365

Lessons

- Managing User Accounts and Licences
- Managing Passwords and Authentication
- Create and Managing the Different Types of Groups in Office 365
- Managing Users and Groups with PowerShell
- Managing Users and Groups in the Azure AD Admin Center
- Role Based Access and Administrative Roles
- Planning and Configuring Directory Synchronization

Lab 1: Managing Users and Groups in Office 365

- Create and Update User Accounts
- Assign a Licence to a User
- Manage Office 365 Password Policies
- Create and Manage Microsoft 365 Groups
- Create and Manage Security Groups
- Create Users and Groups with PowerShell
- Assigning Service Administration Roles
- Creating Administrative Units

Lab 2: Planning and Configuring Directory Synchronisation

- Preparing for Directory Synchronization
- Configuring Directory Synchronization
- Managing Active Directory Users and Groups

Module 3: Deploying and Configuring Tools and Applications for Office 365

Lessons

- Planning Network Configuration for Office 365 Tools and Applications
- Using the Office Configuration Tool
- Click to Run Installation Use and Control
- Managing Centralized Deployment of Tools, Applications and Add-ins
- Reporting

Lab : Deploying and Configuring Tools and Applications for Office 365

- Running the Microsoft 365 Network Connectivity Test
- Create a Custom Configuration for Click to Run
- Create a Custom Configuration for Centralized Deployment

Module 4: Planning and Managing Exchange Online

Lessons

- What is Exchange Online
- Managing Exchange Online Mailboxes
- Managing Office 365 Groups in Exchange Online
- Configuring Exchange Online Permissions
- Managing Exchange Online using PowerShell
- Plan and Configure Mail Flow
- Plan and Configure Email Protection

Lab : Planning and Managing Exchange Online

- Configuring Exchange Online Recipients
- Configuring Exchange Online Resource Mailboxes
- Configure Email Protection

Module 5: Planning and Managing SharePoint Online

Lessons

- What is SharePoint Online
- Understanding the relationship between SharePoint, OneDrive, Teams, and Office 365 Groups
- SharePoint Online Architecture
- Configure SharePoint Online
- Configure and Control External Sharing
- Managing SharePoint Online Site Collections
- Managing SharePoint Online using PowerShell

Lab : Planning and Managing SharePoint Online

- Configuring SharePoint Online Settings
- Create a SharePoint Intranet
- Verify External User Sharing

Module 6: Planning and Managing Microsoft Teams

Lessons

- What is Microsoft Teams
- How Microsoft Teams integrates with other Office 365 Services
- Create and Manage Organization Wide Settings
- Create, Manage and Assign Microsoft Teams Policies
- Plan and Configure External and Guest Access
- Managing Microsoft Teams using PowerShell

Lab : Planning and Managing Microsoft Teams

- Configure Organization Wide Settings
- Working with Teams Policies
- Configure External and Guest Access
- Create a Team

Module 7: Planning and Managing Other Office 365 Services

Lessons

- Yammer
- Planner
- Visio
- Bookings
- Delve
- Forms
- Power Platform
- Stream
- Sway
- Viva
- Scheduler
- Add-ins, including Find Time and Junk Reporter

Lab : Planning and Managing Office 365 Services

- Configure and Manage Planner
- Configure and Manage Bookings
- Configure Power Platform Data Policy

Module 8: Security and Compliance in Office 365

Lessons

- Overview of Security and Compliance Features in Office 365
- Extending Security and compliance Features with Additional Licences
- Using the Microsoft Defender Portal and Secure Score
- Using the Office 365 Compliance Portal and Compliance Score

- Plan and Configure Retention Labels and Policies
- Plan and Configure Data Loss Prevention Policies
- Create and Assign Sensitivity Labels
- Configure Safe Attachments and Safe Links Policies
- Plan and Configure Multi Factor Authentication

Lab : Configure Security and Compliance in Office 365

- Review Secure Score
- Configure Threat Protection
- Configure Sensitivity Labels
- Configure Retention for Microsoft Teams
- Configure Multi Factor Authentication

Module 9: Reporting, Monitoring and Troubleshooting Office 365

Lessons

- Monitoring Office 365 Service Health
- Troubleshooting Administrative Access in Office 365
- Troubleshoot Directory Synchronization
- Troubleshooting Exchange Online
- Troubleshooting SharePoint Online
- Troubleshooting Microsoft Teams
- Troubleshooting Office 365 Security and Compliance

Lab : Reporting, Monitoring and Troubleshooting in Office 365

- Troubleshooting synchronization issues with user objects in Office 365
- Troubleshooting Exchange Online
- Troubleshoot SharePoint Online
- Troubleshoot Microsoft Teams
- Troubleshoot Sensitivity Labels